

## Wyoming Prevention Framework Community Grant Report

### Attachment B

This report is for this time period

May 1 - September 30, 2007

Today's Date  
County  
Contract Organization Name

Your Name

Your Mailing Address  
City, State, Zip  
Your Work Phone Number  
Fax  
Your Work Email Address

10/15/2007

Natrona

Natrona County Prevention Coalition

Jennifer Crank

425 CY Ave.

Casper, WY 82601

307-265-7366

307-473-2650

jcrank@mercerwy.org

Please email this report as an **attachment** to...  
Substance Abuse & Mental Health Services Division,  
Wyo Dept. of Health  
[lisa.laake@health.wyo.gov](mailto:lisa.laake@health.wyo.gov)

For information call 1-800-535-4006  
or 307-777-6494

**Please keep both a hard-copy and file copy for your records**

Item	Contract Deliverables	Date due	Percent Completed (or notes on amount completed)	Date Completed	Comments or Notes
<b>A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance</b>					
1	SPF Staff Hired (report name, percent of time, email address, phone number)	1-Feb-07	100%	5/7/2007	
2	Supervise SPF staff/staff evaluation (note dates and any notes)				All SPF employees are overseen by Melissa Stahely-Cummings as she is back from Maternity Leave
3	Name, title, and phone number of the staff's supervisor				Melissa Stahely-Cummings, Chairperson, 307-265-7366
4	Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names)				Criminal Background checks are ran on all employees at time of hire.
5	Staff training and paid travel	June Training		6/26-6/28	Jennifer Crank and Tere Bragg attended
	(list all training paid under the contract, dates, traveler name, amount)	Sept. Training		9/10-9/11	Tere Bragg attended
6	Notify the Division of any board of directors/staffing changes				No changes
7	Other Contract Work Agreements (report details)				Dr. Moore Training on Civic Strategies, WYSAC Survey
8	Complete agreement with SPF-TAC				agreement was made, no contract signed to date
9	Other				NA

### B Needs Assessment Activities

1	Needs Assessment Training/Winter 07 Meeting	Feb or March 2007	100%		Jennifer Crank attended
2	Needs Assessment Instrument Received	Feb or March 2007	100%		
3	Data Collection	Apr-07	100%		
4	Data Analysis	May-07	100%		
5	Priorities Identified				
6	Needs Assessment Sent to SAD	1-Jun-07	100%	May-07	
7	Receive SAD Comments @ Needs Assessment	15-Jun-07	100%	7-Jun	
	Revise Needs Assess/Submit Final		100%		no changes needed
8	Other				

Item	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
<b>C Community Infrastructure Activities</b>					
1	Community Advisory Council Activities briefly list CAC activities				Helped with Strategic Plan. Helped chose environmental strategies
2	Community Advisory Council Meetings List dates & number of people who attended				5/15/07 8 people
					6/12/07 6 people
					July-cancelled
3					8/21/07 10 people
4					9/13/07 Town Hall Meeting
5	Budget and Funding Approved by CAC ( <b>attach minutes</b> )	8/31/2007			8/21/2007
6	Community Resource Assessment note date and attach report	See Needs Assessment	100%		Listed in the Needs Assessment

7	Present Findings/Process to Community	8/7/2007	100%	8/7/2007	Presented Assessment to Natrona County Prevention Coalition
8	(Optional) local SAPST and/or CADCA Training for SAC/Community				
D	Briefly describe how the community was involved in the SPF process during this reporting period				Prevention Framework workgroups took ideas from Natrona County Prevention Coalition and helped create the Strategic Plan
	Other CAC/Infrastructure	NA			
<b>Strategic Planning Activity</b>					
	Attend Strategic Planning Training	Jun-07	100%	June 26th-28th	Jennifer Crank and Tere Bragg attended
	Receive Strategic Planning Materials from SAD		100%	June 26th-28th	
	Research Evidence Based Strategies	June and July 07	100%		
	Match Strategies to Data/Needs	Jul-07	100%		
	Write Strategic Plan	August 20047	100%		
	Submit Strategic Plan to SAD	8/31/2007	100%	8/31/2007	
	Receive SAD Comments/Revise/Final Plan	1-Oct-07			We have received comments and are revising the Strategic Plan
	Other				

#### Item

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<b>Implementation (only with SAD approval)</b>					
F					

#### Deliverables and Assurances

1	<b>Reports</b>				
2	For February 1 - April 30				
	May 15: Submit this report to SAD	15-May-07	100%	5/14/2007	
	May 15: Submit Expenditure Report to SAD	15-May-07	100%	5/14/2007	
3					
	For February 1 - June 30				
	July 31: Submit CLI to SAMHSA	31-Jul-07			
4					
	For May 1 - June 30				
	July 31: Submit Expenditure Report to SAD	31-Jul-07	100%	7/31/2007	
5					
	For May 1 - September 30				
	October 15: Submit this report o SAD	15-Oct-07	100%	10/15/2007	
6					
	For July 1 - September 30				
7	October 15: Submit Expenditure Report to SAD	15-Oct-07	100%	10/15/2007	
8					
9	Complete evaluation agreement with WySAC	30-Mar-07	100%	3/20/2007	
10	Provide any other evaluation information				
11	Submit any requested data				
12	Obtain Chapter 16 Prevention Certification		100%		Renewed cetification this summer
	On-Site evaluations or reviews				
Item	Post 2 newspaper ads/articles about the SPF grant (attach copy)		100%		Copies have been submitted to state

#### G

	Contract Deliverables	Date due	Percent Completed	Date Completed	Comments or Notes
2	<b>Other Information</b>				
	Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant				Contracted WYSAC and Dr. Moore
	Restricted activities (report any approval requested and received for these)				NA
	fairs/brochures/educational materials				NA
3	media				Articles in paper, media at Underage Drinking Town Hall Metting
4					
5	Please note any <b>significant</b> changes from the budget submitted in the application.				We will have to carry over funds
6	What was the one greatest accomplishment this reporting period? How was this accomplishment shared with the community?				We completed the Needs Assessment Workbook and Completed the Strategic Plan.

7	What was the one greatest barrier this reporting period? What was done to address this barrier?				This grant year was so short that we were not able to use all funds. The Strategic Planning period was short.
	Please briefly list any significant changes or information related to this grant				NA
	Please provide input and recommendations about technical assistance provided by SAD and SAD contractors				We did not get our contact signed with TA support in this grant year.

**COMMUNITY ADVISORY COUNCIL**

[illegible]